



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 03-54

4 December 2003

**FIVE DAYS EXCUSED ABSENCE FOR TECHNICIANS
RETURNING FROM ACTIVE DUTY**

This TAAI supersedes TAAI 03-49, Recognition for Technicians in Support of the Global War on Terror, dated 26 November 2003, in its entirety due to further guidance received from the Office of Personnel Management (OPM).

1. On 14 November 2003, President George Bush issued a memorandum directing agencies to grant Federal employees who are returning from military duty in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223, five days of excused absence. The intent of the President's memorandum is to allow five days of paid leave to Federal employees to aid in their readjustment to civilian life.
2. Upon receiving notification from a technician of his or her intent to return to technician duty on a specific date, the agency must grant the technician five days of excused absence immediately prior to the technician's actual resumption of technician duties. The commencement of the five days of excused absence represents a return to duty and the technician is obligated to report for work at the end of the five-day period. A return to duty (RTD) must be processed by the Directorate for Human Resources to use the five days of excused absence.
3. In the event that a technician has already returned to technician status prior to 14 November 2003, the technician should be granted five days of excused absence at a time that is mutually agreeable to the technician and his or her supervisor. The five days of excused absence may not be "saved" for use at a later date and must be used consecutively.
4. A technician that is activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom or in connection with Executive Order 13223 but was not deployed overseas is also entitled to five days of excused absence.
5. All periods of time must be appropriately documented on the Time and Attendance Report. The proper code for excused absence for Time and Attendance purposes is LV.
6. The President also recognized the extra efforts of the many Federal civilian employees who, in the absence of their fellow activated workers, have contributed to the War on Terror and urged federal agencies to recognize them by appropriate means. The Adjutant General has recognized all employees of the California National Guard by granting the administrative absence of several days of no scheduled activities (DONSA). Therefore, non-deployed employees are NOT authorized the use of excused absence.
7. For additional information, contact Ms. Nancy Hamilton, Customer Services at CAGNET 63411, DSN 466-3411, or (916) 854-3411.

FOR THE ADJUTANT GENERAL:

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